

KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION
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TITLE: Financial Accountant

POSITON: Full-Time

SUPERVISOR: Financial Director

Position Description:

This employee is responsible for developing, maintaining and updating capital project records and cost report records with minimal supervision and direction. Prepare monthly financials and reconciliation of bank statements.

Essential Responsibilities:

- Developing capital project procedures and audit controls.
- Developing and maintaining capital project files.
- Coordinating work flow and procedures between finance and other departments.
- Maintaining, updating and submitting budget amendments to the Directors.
- Maintaining, updating and submitting budget reports to all departments.
- Develop and maintain cost report file.
- Develop and maintain a system of case forecasting.
- Perform other related duties as assigned or requested.

Qualifications:

Bachelor Degree in Business Administration, Accounting or related fields. A working knowledge of fund accounting. Individual must have working knowledge of computerized fund accounting software, Microsoft Excel spreadsheet, Microsoft Word processing, report writing and office procedures.

Desired Qualifications:

Experience in governmental accounting. Experience in cash management.

Privacy Policy:

Employee must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USB, 552a) (i)(l).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference:

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be

submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Position posted:

Open until filled.

Submit resume and application to:

(A completed Employment Application form and copy of credentials must be submitted in order to be considered.)

Kickapoo Tribe in Kansas

Attn: Human Resources Department

1107 Goldfinch Road

Horton, KS 66439

Or email to pj.mckinney@ktik-nsn.gov

Phone: 785-486-2131 x 246

Fax: 785-486-2277 or 785-486-2801

Indian Preference is exercised.